



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

**Solicitations open to:** Afghan Nationals Only  
**Position Title:** Secretary  
**Type of vacancy:** Single  
**Opening date:** April 12, 2016  
**Closing date:** April 26, 2016  
**Work hours:** 40 hours (Full time)  
**Position Grade:** FSN-07

**Vacancy announcement #:** USAID/306/16/34/OHN

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan is seeking applications from qualified Afghan Nationals to provide personal services as a **Secretary** under a personal services contract described in this solicitation.

## **BASIC FUNCTION OF THE POSITION:**

Under the direct supervision of the Office Director, the incumbent is responsible for coordinating, organizing and monitoring the administrative and secretarial work necessary for the orderly and efficient functioning of the Office of Health and Nutrition (OHN). The incumbent provides clerical and administrative support to OHN staff (United States Direct Hires (USDHs), Third Country National Personal Services Contractors (TCN PSCs), and Foreign Service National Personal Services Contractors (FSN PSCs)) and limited financial/budgetary preparation and processing reprogramming requests and budget documentation and execution tracking.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **A. Administrative Support duties:**

The incumbent is responsible for the maintenance and submissions of all FSN and TCN Employees' Time and Attendance (T&A) within established deadlines and answering related questions or following-up with appropriate offices on T&A issues. The incumbent monitors Web Time and Attendance (WebTA) of USDHs for correctness and validates time for those out of the office to ensure continuity.

The incumbent is responsible for organization of internal and external meetings to include: coordinating access for guests, arranging for the venue, and IT support to include telecom/videoconferencing of unclassified meetings. The incumbent gathers necessary background information, supporting documentation/communication and prepares reports on administrative and project related matters for meetings involving the Office Director, and follows-up with staff members to ensure that various commitments made at meetings are met.

The incumbent manages office supplies and maintains requests for office, submits requisitions for office supplies and follows-up to ensure requests are completed in a timely manner; keeps current on new procedures such as directives, notices, and instructional materials pertaining to administrative practices and clerical procedures required in the performance of duties; processes Electronic Country Clearance (ECC) requests and coordinates temporary on duty (TDY) and permanent arrivals with Regional Security Office (RSO), Embassy/Human Resources, General Services Office (Housing and Motor pool), USAID Executive Office and any other Embassy and USAID sections, as necessary. The incumbent organizes the flow of

clerical processes in the office; checks correspondence, bills, vouchers, and receipts for presence of signatures, proper nomenclature, accuracy of fiscal data, etc.

#### B. Secretarial duties:

The incumbent prepares in final form of various reports, letters and other documents and answers routine correspondence required of the Health and Nutrition Office; maintains the office meeting calendar; screens phone calls and visitors, and ensures they are directed to the correct staff and, as instructed, provided information requested or referring callers and visitors to others; locates and assembles information for various reports, briefings, etc.

The incumbent is responsible for managing and tracking all OHN internal and external trackers and coordination to prevent due dates being missed. The incumbent manages the Office's documents going to the Front Office in the USAID document tracker and monitors it for timely response.

The incumbent is responsible to design and organize permanent filing systems, classifies and codes material for filing, maintains and retires official files of the Office in accordance with established guidelines in coordination with the Communications and Records (C&R) Office and maintains a current and up to date database for the control of all documents and written communications received by the Health and Nutrition Office, and initiates follow-up when needed.

The incumbent is responsible for managing the electronic office files on both the OpenNet and AIDnet systems and the migration of data between the State drive and the USAID drive; also for training staff on use of Google Drive to facilitate intra-office collaboration. As developed, the incumbent will monitor and update OHN documents posted to Embassy SharePoint, USAID intranet sites and social media sites, in coordination with Development Outreach and Communication (DOC) personnel.

The incumbent ensures all permanent and TDY staff in the Health and Nutrition Office have been assigned a work and living space during their tour, along with necessary e-mail and other computer related support as well as ensuring accommodations have been made and that the individual(s) is/are being met. The incumbent performs routine translation duties in connection with day-to-day budget activities.

#### C. Staff support duties:

The incumbent serves as the backstop for the Project Management Assistant (Budget) in transaction execution of funding allocations and timely obligation of funds. This includes all processing associated with re-preprogramming. The incumbent performs all financial related tasks under support and within the parameter of the position duties.

### **QUALIFICATIONS/EVALUATION CRITERIA:**

**Education:** A college diploma (at least two years of full-time post secondary study) in business administration, office management, management or public administration is required. (Diploma must be obtained at the time of application.)

**Experience:** A minimum of three years of progressively responsible experience in secretarial, clerical and administrative work in a private/public organization, non-governmental organization or in a diplomatic mission is required. (Full level experience requirement must be met at the time of application).

**Language:** Level IV (Fluent) of speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required.

**Knowledge, Abilities and Skills:** The incumbent must have good general working knowledge and understanding of standard office procedures and practices; standard administrative practices for the operation of senior management offices. Protocol and social etiquette in

dealing with senior officials is required. The incumbent must have a good knowledge of English grammar, spelling and punctuation, executive correspondence styles usage and filing systems and protocols is required; must also have intermediate level of competency in using MS Office Suit software: such as MS Word, Excel, Access, Power Point, and Outlook. Basic level understanding of Afghanistan Government operations is also required.

Adaptability and strong inter-personal and oral communication skills, ability to prioritize tasks, diplomacy and courtesy to maintain cordial and effective contacts with senior U.S., Afghan and other officials and to develop and maintain effective working relationships with Mission personnel and other external contacts are required. Sound analytical skills and judgment to evaluate and interpret data, and to determine the effective methods of reporting and presenting are required. Initiative, flexibility, good organizational skills and demonstrated ability to work under pressure to establish work priorities, to meet deadlines and the varying work needs of the section and to identify and implement appropriate actions to streamline tasks are required.

#### **HOW TO APPLY:**

Applicants are requested to submit a complete application package which must include all required documents to [AFPAKjobs@usaid.gov](mailto:AFPAKjobs@usaid.gov) with a **Subject line: Secretary (OHN1634).**

**ANY/ALL application submissions after the closing date of April 26, 2016 will not be considered.**

#### **REQUIRED DOCUMENTS:**

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Application for Employment (AE) as a Locally Employed Staff (DS-174)**  
[http://kabul.usembassy.gov/job\\_opportunities2.html](http://kabul.usembassy.gov/job_opportunities2.html)  
<http://www.state.gov/documents/organization/136408.pdf> and/or
3. **A current resume or a curriculum vita that provides the same information found on the DS-174 form.**

**(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS-174 will be required in order to advance in the process.)**

#### **Note:**

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Female candidates are strongly encouraged to apply.
- Ø Applications submitted as .RAR file will not be accepted by the system.
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

**USAID IS AN EQUAL OPPORTUNITY EMPLOYER  
ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**